

<b>SOLICITATION AND OFFER</b>				1. [BLANK]				Page 1 of 26											
2. CONTRACT NUMBER				3. SOLICITATION NUMBER <b>OPR04000260</b>				4. TYPE OF SOLICITATION <input type="checkbox"/> SEALED BID (IFB) <input checked="" type="checkbox"/> NEGOTIATED (RFP)				5. DATE ISSUED <b>03/10/2004</b>				6. REQUISITION/PURCHASE NUMBER			
7. ISSUED BY Office of Procurement 359 Ford Bldg. Washington,DC 20515  TEL: (202) 225-2921 ext.      FAX: (202) 226-2213 ext.								CODE		OP		8. ADDRESS OFFER TO (If other than item 7)							
NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder".																			
<b>SOLICITATION</b>																			
9. Sealed offers in original and <u>5</u> copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if handcarried, in the depository located in <u>Hand carried not allowed</u> until <u>2:00 PM</u> local time <u>06/14/2004</u> (Hour) (Date)																			
CAUTION - LATE submissions, Modifications, and Withdrawals: See Section L. All offers are subject to all terms and conditions contained in this solicitation.																			
10. FOR INFORMATION CALL:				A. NAME Emily Tuck				B. TELEPHONE (NO COLLECT CALLS) AREA CODE    NUMBER    EXT. 202      225-0668				C. E-MAIL ADDRESS emily.tuck@mail.house.gov							
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<b>OFFER (Must be fully completed by offeror)</b>																			
12. In compliance with the above, the undersigned agrees, if this offer is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.																			
13. DISCOUNT FOR PROMPT PAYMENT (See Section I)						10 CALENDAR DAYS ( % )		20 CALENDAR DAYS ( % )		30 CALENDAR DAYS ( % )		CALENDAR DAYS ( % )							
14. ACKNOWLEDGMENT OF AMENDMENTS (the offeror acknowledges receipt of amend - ments to the SOLICITATION for offerors and related documents numbered and dated):						AMENDMENT NO.		DATE		AMENDMENT NO.		DATE							
15A. NAME AND ADDRESS OF OFFEROR				CODE		FACILITY		16. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print)											
15B. TELEPHONE NUMBER AREA CODE    NUMBER    EXT.				<input type="checkbox"/> 15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE.				17. SIGNATURE				18. OFFER DATE							
<b>AWARD (To be completed by Government)</b>																			
19. ACCEPTED AS TO ITEMS NUMBERED						20. AMOUNT				21. ACCOUNTING AND APPROPRIATION									
22. [BLANK] <input type="checkbox"/> [BLANK] <input type="checkbox"/> [BLANK]										23. SUBMIT INVOICES TO ADDRESS SHOWN IN (4 copies unless otherwise specified)				ITEM					
24. ADMINISTERED BY (If other than Item 7)						CODE		25. PAYMENT WILL BE MADE BY				CODE							
26. NAME OF CONTRACTING OFFICER (Type or print)						27. U.S. HOUSE OF REPRESENTATIVES (Signature of Contracting Officer)				28. AWARD DATE									
IMPORTANT - Award will be made on this Form or by other authorized official written notice.																			

<b>Line Item Summary</b>		<b>Document Number</b> OPR04000260	<b>Title</b> Dry Cleaners		<b>Page</b> 2 of 26
<b>Line Item Number</b>	<b>Description</b>	<b>Delivery Date (Start Date to End Date)</b>	<b>Quantity</b>	<b>Unit of Issue</b>	<b>Total Cost (Includes Discounts)</b>
0001	Dry Cleaner Services		24.00	ea	\$ _____ \$ _____
The Contractor shall operate a Dry Cleaner for the U.S. House of Representatives. The Base Period shall extend twenty-four months from the date of award.					
0002	Dry Cleaner Services		12.00	ea	\$ _____ \$ _____
OPTION PERIOD					
The Contractor shall operate a Dry Cleaner for the U.S. House of Representatives. Option Year 1 shall extend twelve-months from the end of the Base Period.					
0003	Dry Cleaner Services		12.00	ea	\$ _____ \$ _____
OPTION PERIOD					
The Contractor shall operate a Dry Cleaner for the U.S. House of Representatives. Option Year 2 shall extend twelve-months from the end of Option Year 1.					

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Line Item Number	Description	Delivery Date (Start Date to End Date)	Quantity	Unit of Issue	Unit Price	Total Cost (Includes Discounts)
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0004	Dry Cleaner Services		12.00	ea	\$ _____	\$ _____ OPTION PERIOD
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The Contractor shall operate a Dry Cleaner for the U.S. House of Representatives. Option Year 3 shall extend twelve-months from the end of Option Year 2.

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## SECTION C -- DESCRIPTIONS AND SPECIFICATIONS

### C.1 STATEMENT OF OBJECTIVE

#### 1. Purpose

The Office of the Chief Administrative Officer (CAO) of the House of Representatives seeks to acquire the services of a professionally managed and operated Dry Cleaner service for the House community. The offeror is required to demonstrate the ability to provide traditional Dry Cleaner services, as found in local dry cleaning establishments, at optimum quality levels within current industry standards and timeframes. In addition, the contractor shall provide the House community with these services at prices competitive to the prices found in similar establishments within the local area.

The successful offeror shall provide comprehensive services to encompass all aspects of the project.

#### 2. Background

The Chief Administrative Officer (CAO) is one of three Officers of the U.S. House of Representatives along with the Office of the Clerk and the Sergeant at Arms. The Officers, together with the Architect of the Capitol and other House offices, jointly provide a foundation of services to facilitate the work activities of the House, its Members, and staff.

The current CAO organization consists of an Immediate Office and five divisions: Finance, House Information Resources (HIR), Human Resources (HR), Procurement (OP), and House Support Services (HSS).

The CAO's area of responsibility covers three House office buildings (Rayburn, Longworth, and Cannon), the House side of the Capitol, and one annex (Ford).

The current House Dry Cleaner is operated by a subcontractor to Guest Services Inc. (GSI). The existing space located in the Longworth House Office Building provides approximately 140 sq. ft. of space (10'x'14') and a small service counter for acceptance and delivery of goods. No operating or storage equipment and/or systems will be provided by the House. The House operates on a schedule subject to the session schedule of Congress, with district work-week schedules and recess periods.

#### 3. Scope

The House is seeking a professional dry cleaning service provider to perform high quality services under contract to the House. These services include, but are not limited to, dry cleaning and laundry services, and repairs and alteration. These services shall include same-day dry cleaning and laundering services. In addition, the contractor shall support CAO customer satisfaction initiatives by administering and providing completed point of service customer surveys to the COR for CAO analyses.

#### 4. Specific Tasks

The contractor shall accomplish the following tasks:

- Provide "Best in Class" standard Dry Cleaning services, including but not limited to Dry Cleaning, Laundry, Tailor and Repair services
- Customer Satisfaction Surveys

#### 5. Deliverables

Project plans/schedules shall be developed and maintained in Microsoft (MS) Project format. Documentation shall be developed in MS Office (Word, Excel, PowerPoint) format with diagrams (e.g., network) done in MS Visio 2000. Documentation shall conform to requirements identified in the House's System Development and Life Cycle (SDLC) Policy. The contractor shall develop and submit the following deliverables:

List of Services. The contractor will be required to provide a list of service offerings with associated prices no later than five (5) working days prior to contract start date.

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Quality Assurance Plan. The contractor shall submit a quality assurance plan that, at minimum, shall include Procedures for Damaged or Lost Items, Customer Service Policies, and a Complaint Processing Plan. The Quality Assurance Plan shall be included as part of the contractor's proposal package.

Weekly Status Report. The contractor shall submit to the COR a weekly summary report that shall, at a minimum, address work accomplished, customer complaint reports, and any outstanding or future problems foreseen by the contractor during the week, in a format approved by the COR no later than 12:00PM on the first workday of the week following the period covered by the report.

Monthly Status Report. The contractor shall submit a written monthly status report summarizing the month's weekly reports and a monthly payment in a format approved by the COR to the House. The contractor shall submit the report during the Monthly Update Meeting.

Status Briefings. The contractor may be required to prepare routine and ad-hoc formal status briefings on the efforts being conducted. These briefings may be attended by the House Officers, CAO staff, and various representatives from key stakeholder. The contractor shall complete briefing documents within COR designated timelines.

Employee Roster. The contractor shall prepare and submit an employee roster to include names and Social Security Numbers, contact information, and job title of all contractor personnel who will be working on this contract no later than five (5) working days prior to Contract Start date and within five (5) working days of any personnel changes.

## 6. OBJECTIVES

### **Dry Cleaning and Laundry Services**

#### Performance Objective

Material received by proposed drop-off time is completely cleaned and ready for delivery by proposed pick-up time.

#### Performance Threshold

99% of all items received by the designated drop-off time shall be processed and delivered within the required time. In addition, all industry quality standards expectations shall be met.

### **Repairs and Alteration**

#### Performance Objective

Material received for repair or alteration is completed and ready for delivery by contractor and customer's agreed upon date/time of delivery.

#### Performance Threshold

99% of all items received for repair or alteration is satisfactorily completed within the contractor and customer's agreed upon date/time of delivery.

### **Point of Service Customer Surveys**

#### Performance Objective

The contractor shall provide all customers with CAO approved point of service customer surveys and provide the COR with all completed surveys on a monthly basis.

#### Performance Threshold

100% of all customers shall have point of service customer surveys readily available to them.

## C.2 GENERAL INFORMATION

### 1. Hours of Operation

The contractor shall establish hours of operation that satisfy the requirements of this contract. Except for the federal holidays listed below, all other weekdays shall be considered working days.

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New Year's Day  
 Martin Luther King's Birthday  
 President's Day  
 Memorial Day  
 Independence Day  
 Labor Day  
 Columbus Day  
 Veterans Day  
 Thanksgiving Day  
 Christmas Day

## 2. Monthly Fee and Concessionaire Incentive Plan

Following a transition period of one month from the start date of the contract, the contractor shall begin providing a monthly fee to the House. The contractor shall propose a monthly fee to the House as part of the proposal. This fee is designed to be in lieu of rent and to charge for use of utilities (except telephone).

The contractor is required to submit a proposal for an incentive plan that ensures the highest level of quality to the House. The plan may incorporate financial incentives for exceeding defined service standards, but must include penalties for failure to meet minimum standards. The House and the contractor shall agree on establishing such standards.

## 3. International Fabricare Institute

The contractor must maintain a membership with the International Fabricare Institute (IFI). The contractor must have a copy of the IFI's "Fair Claims Guide" on hand at the House's dry cleaning facility and must make the guide available for customer's and for the House's inspection at all times.

## 4. Phase-In and Phase-Out Plans

The contractor shall provide as part of its response to this solicitation a plan describing actions, plans and procedures to ensure a smooth transition from contract award to full operational status (Phase-In), and a smooth transition from contract performance in the current term to performance, perhaps by a different contractor, in another term (Phase-Out). Phase-out plans shall include provisions for completion of appropriate contractor responsibilities should there be a contract termination proceeding.

### 4.1 Phase-in

The contractor shall assume total responsibility for all operations required by this contract as of the first day of the contract period as defined by the start date herein. On the initial day of performance, the contractor shall provide a workforce which is fully qualified and capable of performing all work required under the contract.

### 4.2 Phase-in Observation

Fifteen (15) business days prior to the start date identified in the contract, the contractor's key personnel, as identified in the contractor's proposal, shall observe any operations of the Dry Cleaner and any other operations as deemed necessary by the contractor that will enable its personnel to become both knowledgeable in, and familiar with, their assigned areas of responsibility. The contractor shall ensure, during phase-in activities, that there is no interference with House activities and that observations of the current Dry cleaner employees while they are on duty are coordinated by the Associate Administrator for House Support Services, or his/her designated representative. The contractor shall coordinate all visits in advance and arrange to be accompanied by a House Support Services employee previously designated for that purpose. The contractor's activities shall be confined to those which can only take place prior to the contract period.

### 4.3 Phase-out

The contractor shall present a detailed plan for any phase-out period, regardless of precipitating reasons. The plan shall include procedures for minimizing impact on operations in compliance with requirements in the contract. It shall also (a) present procedures for retaining the required staffing level (including key personnel) necessary to provide complete contractual support through expiration of the contract, and (b) describe in detail how responsibility and accountability will be relinquished for all House-owned

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and House-furnished equipment. Additionally, the contractor shall propose an option for the House to purchase back inventory at cost plus a mark-up to cover expenses not to exceed 5% over the cost to the contractor.

The contractor shall coordinate all activities with the incoming contractor and/or House Support Services employees to effect a smooth and orderly transition at the end of the contract period. The contractor shall remove all contractor-owned equipment not transferred to the House, including tools, parts and belongings, from the House-furnished spaces only when removal of these items will not jeopardize the contractor's ability to meet the requirements herein. Deadline for removal of said equipment shall be midnight on the last day of the contract.

## 5. Telephones

Telephone service with a House Office Complex number may be obtained by the contractor through the Chief Administrative Officer's (CAO) House Information Resources (HIR) Office of Telecommunications for a fixed monthly charge for each instrument and telephone line. Usage charges will be billed monthly at the same time. Initial installation of each instrument will be charged separately. The contractor may elect to obtain telephone services from another source. However, the contractor is responsible for all installation charges, and must obtain prior approval of the installation from the Contracting Officer.

## 6. Cleaning and Janitorial Services

The contractor shall furnish all labor, supplies, material, equipment, and supervision required to maintain the units in a clean, and sanitary condition at all times. The contractor shall not use any materials in connection with the cleaning work of this contract which may be harmful to the surfaces to which they are to be applied.

### 6.1 Cleaning Equipment

Equipment and materials used in the performance of the cleaning and janitorial services shall be of the type and of sufficient capacity to ensure high quality work, and shall meet with the approval of the CO or his/her designated representative.

### 6.2 Failure to Maintain Cleanliness

Failure to keep any of the facilities in a clean condition may result in the withdrawal of the privilege of using such facilities or the CO may have the facility cleaned by other means with the cost of such work charged to the contractor.

## 7. Maintenance and Repair of House Facilities and Fixtures.

The contractor will not be required to repair facilities or fixtures provided by the House under terms of the contract. However, the contractor will be expected to keep clean and otherwise perform reasonable maintenance of facilities and fixtures. The contractor shall notify the COR in the event of a required repair to the facility or fixtures. Interruptions to maintenance and repair service shall not be grounds for the contractor's nonperformance under this contract. The contractor shall take whatever actions are necessary to ensure continuous provision of services specified in this contract. The contractor shall bear the expenses of repairs necessary because of negligence or intent on the part of the contractor or the contractor's employees.

## 8. Personnel Requirements

The contractor shall ensure that persons capable of meeting the job requirements as outlined in the specifications of this contract shall perform the work under this contract.

### 8.1 Monthly Update Meeting

The COR shall conduct a monthly meeting with designated contractor personnel and representatives the CAO organization for review of work schedules, and to discuss on-going tasks, problems, and general operating procedures of the contract.

### 8.2 Uniforms

The contractor shall ensure that all contractor employees wear uniforms that clearly identify the company's name and shall be clean and neat in appearance at all times when present at House of Representatives buildings and facilities.



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## 9. Responsibilities of the House

### 9.1 Contract to provide Dry Cleaner Services

The House agrees to grant to the contractor for the stipulated period, subject to the contract requirements and conditions herein, the exclusive right to establish and manage the Dry Cleaners for the House of Representatives.

### 9.2 Facilities

At the beginning of the contract period, the House will provide space for operations under the contract, as indicated, and thereafter such space as it may deem necessary or desirable. The contractor will be provided adequate ingress and egress, including a reasonable use of existing elevators, corridors, passageways, driveways, and loading platforms. The House will arrange for heating and air conditioning, space lighting, and ventilation. In addition, the House will arrange for the maintenance and repair of the building structure in areas assigned for the contractor's use, including the maintenance of gas, water, steam, sewer, and electrical lines, ventilation, electrical lighting fixtures (excluding relamping), floors and floor coverings, walls, and ceilings. The contractor shall bear the expenses of repairs necessary because of negligence or intent on the part of the contractor or the contractor's employees.

### 9.3 Renovation of Facilities

The contractor may, with the written permission of the CO, conduct renovations of the facilities at its own expense. Any such renovations must be in accordance with all pertinent regulations of the House and the Architect of the Capitol. Title to fixed improvements shall remain in the contractor, unless the CO determines that they are so permanently attached that removal would cause substantial injury to House property. Any initial plans for renovations to the facilities should be addressed in the contractor's proposal.

### 9.4 Change of Location of Facilities

If it becomes necessary for the House to change the location of the Dry Cleaner facilities within the House Office Complex, the House will pay for remodeling the new facility and will move, or pay for moving, the contractor's movable inventory, counters and improvements, whichever is the most advantageous to the House.

### 9.5 Utilities

The House shall not charge for rent or utilities (except telephone calls). If the contractor elects to receive telephone service through CAO HIR, the contractor will receive a detailed telephone bill monthly from the CAO Telecommunications Group for calls placed during the previous month. The contractor shall review this bill and remit the total amount due no later than thirty (30) calendar days after receipt of telephone bill. Payment shall be by check made payable to the U.S. Treasury with a notation of the contact number on the check. The bill, check, and a certification of the bill by the contractor must be forwarded to: Accounting Supervisor, Office of Finance, 339 Ford House Office Building, Washington, DC 20515, Marked CONFIDENTIAL, with a copy sent to the COR.

### 9.6 Equipment and Personnel

The Government will not furnish any equipment in the performance of this contract. The contractor shall furnish all necessary personnel, materials, and other services as required to perform the work stated in this contract.

### 9.7 Parking at the House of Representatives

The government will provide the contractor with neither prolonged parking at any of the designated buildings' loading docks or other loading and unloading areas nor regular parking at any of the designated buildings for the contractor's employees personal vehicles or contractor-owned trucks and vans.

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## SECTION D -- PACKAGING AND MARKING

### D.1 HC.4.002 PAYMENT OF POSTAGE AND FEES

MAY 2001

All postage and fees related to submitting information, including forms, reports, etc., to the House of Representatives shall be paid by the contractor.

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## SECTION E -- INSPECTION AND ACCEPTANCE

### E.1 HC.5.005 INSPECTION AND ACCEPTANCE

AUGUST 2002

- a. Inspection and acceptance of services to be furnished hereunder shall be performed at place of performance or destination, by the COR, in accordance with provisions specified in this contract and applicable task orders. The COR reserves the right to conduct any quality assurance reviews and tests it deems necessary to assure that the services provided conform in all respects to the contract specifications. Services which upon quality assurance reviews are found not to be in conformance with contractual specifications shall be promptly rejected and notice of such rejection, together with appropriate instructions, including resolution time, will be provided to the Contractor by the CO. Deficiencies thus reported shall be corrected by the Contractor in a timely period as specified by such quality assurance reviews or, with written request for an extension, mutually agreed to by the parties.
- b. Written notification of negative quality assurance review results will be furnished within thirty (30) days after completion of quality assurance reviews.
- c. All subcontracts let by the Contractor shall be subject to the CO's written approval and the provisions specified above, as noted at the time of approval.
- d. All facilities utilized by the Contractor in performance of work under this contract shall be subject to inspection by officials of the House and the Architect of the Capitol.
- e. The Contractor shall respond to all quality assurance reports within the time frame specified in each quality assurance review, annotating what actions have been taken.
- f. The CO shall have the right to send his representative into areas assigned for the use of the Contractor's employees, at any time, for quality assurance or other purposes approved by the CO.

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## SECTION F -- DELIVERIES OR PERFORMANCE

### F.1 HC.6.001 PERIOD OF PERFORMANCE MAY 2001

Contract period of performance shall extend twenty-four months from the date of award plus three, one-year option periods.

### F.2 HC.6.003 OPTION TO EXTEND THE TERM OF THE CONTRACT MAY 2001

The House may extend the term of this contract up to three times for a period of twelve months each. Preliminary written notice to the contractor of the House's intention to exercise these options will be at least thirty days before the contract expires. The preliminary notice does not commit the House to an extension.

### F.3 HC.6.005 NOTICE TO THE HOUSE OF DELAYS MAY 2001

In the event the contractor encounters difficulty in meeting performance requirements, or when he anticipates difficulty in complying with the contract, or whenever the contractor has knowledge that any actual or potential situation is delaying or threatens to delay the timely performance of this contract, the contractor shall immediately notify the COR in writing, giving pertinent details; provided, however, that this data shall be informational only in character and that this provision shall not be construed as a waiver by the House of any delivery schedule or date, or any rights or remedies provided under this contract.

### F.4 HC.6.014 TERMINATION AUGUST 2002

Relative to termination of this contract, it is mutually agreed:

- a. The CO may terminate this agreement at any time, in whole or in part, in the event of breach by the contractor, or upon 30 days written notice at the convenience of the House.
- b. If this contract is terminated, the rights, duties and obligations of the parties, including compensation to the contractor shall be in accordance with this contract and in effect on the date of the contract. No liability will inure to either party for terminations rendered pursuant to this contract when done at the convenience of the House.
- c. Upon termination (including expiration) the contractor will:
  - (1) Surrender all employee identification cards, decals, keys, etc. issued by the U.S. House of Representatives, for all contractor representatives and employees on the effective date to COR.
  - (2) Complete satisfactory settlement of all customer complaints and claims.
  - (3) Comply with House requirements designed to ensure a smooth transition to any successor contractor.
  - (4) Yield up the premises and all House-furnished property, clean and in as good order and condition as when received, damages due to acts of God or the U.S. Government and ordinary wear and tear excepted, on the effective date.
  - (5) Promptly remove all contractor-furnished equipment and fixtures, tools and supplies. Upon failure to remove contractor's property, the CO may cause contractor's property to be removed and stored in a warehouse at contractor's expense. If the contractor fails to act, this contract authorizes and empowers the CO to take possession of contractor's property and dispose of same by public or private sale without notice and out of the proceeds of sale, satisfy all costs and indebtedness to the House.

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## SECTION G -- CONTRACT ADMINISTRATION DATA

### G.1 CONTRACT ADMINISTRATION PLAN

#### 1. Contract Administration

The specific tasks contained in this solicitation and the resulting contract are the essential elements for the fulfillment of all House requirements. The contract will be monitored by the COR, who will oversee the completion of the tasks detailed in the contract and any associated modifications. Included within the purview of COR oversight in determining performance is the quality of service, ensuring compliance with the contract requirements insofar as the service is concerned, advising the Contracting Officer and Contract Administrator of any factors which may cause delays in delivery and/or performance, reviewing and approving Contractor reports and conducting or witnessing the conduct of any inspections and/or tests that may be required by the contract or applicable law.

The authority of the Contracting Officer (CO) is defined as final approval over any changes impacting scope, period of performance, pricing, or other terms and conditions. The Contract Administrator (CA) will prepare all pertinent contract documentation and maintain the official contract file. The key individual for monitoring of contractor compliance and performance is the Contracting Officer's Representative (COR), who will monitor and administer the contract. The COR is responsible for ensuring that the contractor adheres to the terms and conditions of the contract, reviews and approves Status and Performance reports, and provides CA with all contract related documents for the official file. The COR duties include approval authority over all tasks, cost outlays and contractor performance within the scope of the contract, and to facilitate acceptance and approval as necessary within existing protocol and procedures.

**Monthly Status Report:** The contractor shall submit a written monthly fee report and a monthly concessionaire incentive plan report. The report shall be delivered within 15 business days of the close of every month. The report will be submitted directly to the Office of Finance, with copies forwarded to the COR and CA.

Within 15 days after contract award the contractor shall submit a draft monthly status report for review and approval by the COR. Each month the contractor or contractor representative shall meet with the COR, the CA, and appropriate House personnel to discuss the Monthly Status Report. The time and date shall be agreed upon by both parties.

#### 2. Contract Management Personnel

The following performance plan will be used to effectively monitor and administer this contract with the specific responsibilities of Contracting Officer, Contracts Administrator, Contracting Officer's Representative, and contractor listed below. Contract performance will be gauged against effectively providing the services required by the House within the agreed upon time frames.

**Contracting Officer (CO).** The CO has the overall responsibility for the administration of this contract. The CO, after consultation with the COR and CA, may modify or deviate from the contract terms, conditions, requirement, specifications, details and/or delivery schedules by written modification executed by both parties hereto. However, the CO may delegate certain other responsibilities to authorized representatives. The CO for this contract is:

William L. Dellar, Associate Administrator, Office of Procurement  
Room 359, Ford House Office Building  
U.S. House of Representatives  
Washington, D.C. 20515  
Telephone Number: (202) 225-2921

Additional responsibilities of the CO are as follows:

Review the COR's reports and indicate acceptance or rejection. If rejected, the CO will note the reason for the rejection and recommend any changes that will bring the report into acceptance. The CO will return these reports to the COR.

Only the CO will possess the necessary authority to approve any contractual modifications, including cost changes.

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Contract Administrator (CA). The CA prepares and issues all modifications to the contract and responds to contractual inquiries or concerns from the COR or Contractor on behalf of the CO. The CA for this contract is

Emily Tuck, Procurement Specialist, Office of Procurement  
Room 356, Ford House Office Building  
U.S. House of Representatives  
Washington, DC 20515  
Telephone Number: (202) 225-0668 Fax: (202) 226-2214  
E-mail: emily.tuck@mail.house.gov

The CA is also responsible for:

Maintaining the central contract file.  
Ensuring all required documents are in the contract file.  
Reviewing Monthly and Interim Status Reports  
Attending Interim Action Item meetings on behalf of the CO.  
Reviewing written reports.

Contracting Officer's Representative (COR). The COR will assist the CO in discharging his responsibilities. The responsibilities of the COR include, but are not limited to: determining the adequacy of performance by the Contractor in accordance with the terms and conditions of this contract, acting as the CO's representative in charge of work at the site, ensuring compliance with contract requirements insofar as the work is concerned, advising the CO and CA of any factors which may cause delays in performance of the work, conducting such audits as required, and routing Contractor reports for review and action as applicable. The COR shall notify the CO and CA of any shortcomings.

Additional responsibilities of the COR are as follows:

Monitor contractor performance  
Schedule and Attend Interim Action Item meetings as required  
Review and Processing of Contractor reports.  
Review the contractor's Monthly Status Report and ensure it is provided to the CA during the first ten days of each month.

The contractor

will make an appointment with the COR to discuss the contents of Monthly Status Reports.  
Provide the CA with all contract related documents, including signed reports for the official contract file.

The contractor shall provide Monthly Status Reports to the COR pursuant to paragraph 1 above. The contractor or contractor representative will make an appointment with the COR to discuss the contents of Monthly Status Reports. Status Reports must be approved by the COR in accordance with the terms and conditions of the contract.

### 3. Contractor Personnel

The contractor shall submit the following information concerning the key personnel responsible for this contract: name, title, telephone number, e-mail address, and project role. The contractor will identify any changes to key personnel as submitted in their proposal. The Contractor shall make no substitutions of key personnel unless the substitution is necessitated by illness, death, termination of employment or at the request of the CO. At a minimum, the contractor shall designate a program manager as key personnel.

### 4. Status Reports

The contractor will prepare minutes of all Interim Action Item meetings and shall give a copy of the minutes to the CA within 5 business days of the meeting. The contractor shall furnish written notice (using Status Reports) of any delay or potential situation that may cause delay in their capability to meet the delivery and/or performance schedule set forth in this contract. Such notice may be provided verbally to the COR and CO, then followed-up in writing within 48 hours after the verbal notice. The notification shall fully describe the cause for delay, the expected date of delivery and/or performance, and any remedies the contractor proposes to mitigate the delay. This notification does not relieve the contractor of its obligation to meet the delivery and/or performance schedule of this contract nor should this notification be construed as a waiver by the House of any delivery schedule or date, or any rights or remedies provided under this contract.

All Status Reports shall include:

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Reporting Period  
The Contract Number  
Contractor Project Manager Name  
Monthly Revenue and Fee to House  
Issues (with responsible parties identified, recommendation action to be taken, and timeframe to resolve)

Within 15 days after contract award the contractor shall submit a draft monthly status report for review and approval by the COR. At least monthly, contractor and House personnel shall coordinate a coordinated time to discuss the Monthly Status Report.

#### 5. Deliverable Items

Contractor shall make its fee payment monthly. An operating statement, in a format satisfactory to the COR, will accompany each monthly fee including a monthly customer/function count. It will be submitted directly to the Office of Finance, with a copy provided to the CA and COR. The payment will be made by check or money order in U.S. dollars made payable to the U.S. Treasury and submitted to the Office of Finance within 15 business days after the end of the month. All statements, reports and payments must clearly reference the contract.

Send monthly payment, marked "CONFIDENTIAL," to the following address:

Office of Finance  
Accounting Department  
339 Ford House Office Building  
Washington, DC 20515

#### 6. Delivery and Acceptance

Services delivered under this contract shall be at the location(s) provided by the House and specified in the contract. Any service found not to be in conformance with contractual specifications or best business practices shall be promptly addressed and a notice of such issues, together with appropriate instructions, including resolution time, will be provided to the contractor by the CO. Deficiencies thus reported shall be corrected by the contractor and the appropriate actions initiated approval within five (5) working days after receipt of corrective instructions by the contractor, unless there is a written request for an extension, and it is mutually agreed to by the parties.

#### 7. Reporting and Conflict Resolution.

On operational and project management issues, the contractor's Key Personnel shall report to and interface with the House COR. Contractual issues and any disputes between the contractor and the House shall be addressed with the CO.

### G.2 HC.7.002 MODIFICATIONS

MARCH 2001

Administrative changes, e.g. address corrections, are approved by the CO. All other changes, modifications, additions or deletions, which change the scope of this contract, must be prepared in writing as formal modifications signed by both parties.

### G.3 HC.7.011 PROGRESSIVE STEPS TO ENSURE SATISFACTORY CONTRACT PERFORMANCE

AUGUST 2002

The contractor shall bring all performance issues to the immediate attention of the COR. Likewise, the COR shall bring all real or apparent performance issues to the immediate attention of the contractor. These issues, once raised, will be documented and quickly resolved to the mutual satisfaction of both parties, provided such resolution is within the authority of the COR and in accordance with the terms and conditions of the contract.

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Issues that cannot be resolved between the contractor and the COR, or resolution that would require a modification to the contract, will be brought to the immediate attention of the CA. The CA, in conjunction with the COR, contractor, and as may be required other subject matter experts, will attempt to resolve performance issues to the mutual satisfaction of both parties. If a modification to the contract is required, the CA will make a recommendation to the CO and, if approved, prepare the modification and obtain all necessary approvals and signatures.

Issues that cannot be resolved by the CA will be brought to the attention of the CO who may pursue any of the remedies provided for under this contract up to and including termination.



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## SECTION H -- SPECIAL CONTRACT REQUIREMENTS

### H.1 HC.8.001 INSURANCE

MAY 2001

The contractor shall carry and maintain, during the entire period of performance under this contract, the following:

- a. Workers' compensation and employee's liability insurance: minimum \$100,000 per incident.
- b. Automobile (vehicle) general liability insurance: minimum \$200,000 per person; \$1 million per accident; property damage \$50,000.
- c. Comprehensive general liability: minimum of \$1 million bodily injury per occurrence.
- d. Other insurance as directed by the contracting officer.

### H.2 HC.8.002 IDENTIFICATION BADGES

MAY 2001

The contractor shall see that each new employee has a House identification/access pass issued by the House Sergeant at Arms before the employee enters on duty, if unescorted access is required outside of normal public building visiting hours. Public building visitor hours are Monday to Friday 7am to 7pm, and Saturday 7am to 1pm. House identification badges will not be issued to a contractor employee unless the Capitol Police forms for a background check are submitted in accordance with clause HC.8.003 of this contract. House procedures will be followed with regard to contract employees.

### H.3 HC.8.003 PROSPECTIVE EMPLOYEE BACKGROUND CHECK

MAY 2001

- a. The U.S. Capitol Police will screen all contractor employees working on this contract who have access to House facilities or information in the performance of contract work. The COR will provide the contractor with Capitol Police forms (CP-491 or equal) to be filled out and returned for each employee the contractor will have working on the contract. Forms for each employee working on this contract shall be submitted prior to the commencement of work.
- b. The employee shall be fingerprinted by the Capitol Police and a check made of criminal history records. If the Capitol Police, after having processed the forms, determine at any time that the employee is unsuitable or unfit for assigned duties, they will notify the COR. The COR will then direct the contractor to immediately remove that employee from any work under this contract.
- c. All contractor employees working on this contract with access to House facilities or information are required to be cleared by the Capitol Police every three years.

### H.4 HC.8.005 BENEFITS TO MEMBERS OF CONGRESS

MAY 2001

No Member, Delegate, Resident Commissioner, Officer of the House or Procurement Officer shall be admitted to any share or part of this contract, or to any benefit that may arise therefrom, but this provision shall not be construed to extend to this contract if made with a corporation for its general benefit.

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H.5 HC.8.006 NEWS RELEASES

MAY 2001

No news releases, press conferences or advertisements pertaining to this contract will be made without prior written approval of the CO.

H.6 HC.8.007 AFFIRMATION OF NON-DISCLOSURE

AUGUST 2003

Due to the sensitive and confidential nature of information that the contractor may come in contact with during the performance of work at the House, the contractor and all personnel associated with this contract shall sign an "Affirmation of Non-Disclosure" prior to commencing work. The Affirmation of Non-Disclosure states in part that the individual signing the form agrees and understands they will not disclose any private or privileged information received in the course of service to the House. See Section "J"

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## SECTION I -- CONTRACT CLAUSES

### I.1 HC.9.001 AUTHORIZED CHANGES ONLY BY THE CONTRACTING OFFICER MAY 2001

- a. Except as specified in paragraph (b) herein, no order, statement or conduct of House personnel who visit the contractor's facilities, or in any other manner communicate with contractor personnel during the performance of this contract, shall constitute a change under this contract.
- b. The contractor shall not comply with any order, direction or request of House personnel, unless issued in writing and signed by the CO, subject to the policy direction and oversight of the Committee on House Administration, or made pursuant to specific authority otherwise included in this contract.
- c. The CO is the only person authorized to approve changes in any of the requirements of this contract and, notwithstanding provisions contained elsewhere in this contract, said authority remains solely with the CO. In the event the contractor affects any change(s) at the direction of any person other than the CO, that change shall be considered to have been made without authority and no adjustment in price shall be made in the contract to cover any increase in charges incurred as a result thereof.

### I.2 HC.9.002 OBSERVANCE OF LAWS MAY 2001

- a. In connection with the performance of work under this contract, the contractor agrees not to discriminate on the basis of race, religion, color, sex, national origin or disability.
- b. The contractor shall comply with all applicable laws of the United States.

### I.3 HC.9.003 DISPUTES MAY 2001

Any dispute shall be decided by the CO, who shall reduce the decision to writing and mail or otherwise furnish a copy thereof to the contractor. Within thirty (30) calendar days from the receipt of such copy, the contractor may appeal in writing by mail to the CAO. The CAO's decision shall be final. The contractor may appeal the CAO's decision to the Committee on House Administration only for violations by the CAO for failure in following procedural guidelines within 30 calendar days of the CAO final decision. If no such appeal is taken, the decision of the CO shall be final and conclusive. In connection with any proceeding under this clause, the contractor shall be afforded an opportunity to be heard and to offer evidence in support of its appeal. Pending final decision of a dispute, the contractor shall proceed diligently with the performance of the contract and in accordance with the CO's decision.

### I.4 HC.9.007 ORDER OF PRECEDENCE MARCH 2002

In the event of an inconsistency between provisions of this contract, the inconsistency shall be resolved by giving precedence in the following order: (a) contract statement of work; (b) other provisions of this contract, whether incorporated by reference or otherwise.

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## SECTION J -- LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

### J.1 ATTACHMENTS

<u>ATTACHMENTS</u>	<u>DESCRIPTION</u>	<u>PAGE(s)</u>
1	Hours of Operation	1
2	Affirmation of Non-Disclosure	1
3	Delivery Instructions	1

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## SECTION K -- REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS

### K.1 HC.11.001 GENERAL REQUIREMENTS

JULY 2001

Offerors shall be individuals, partnerships, or corporations a) regularly engaged in the business covered by the specifications; b) possessed of satisfactory financial resources and technical ability, and of equipment and organization to insure satisfactory completion of the contract; and c) who have established a satisfactory record in the past. Offerors shall, if requested by the CO, furnish promptly any information which the CO may consider necessary to establish their competency for the work.

The offeror certifies by submission of this proposal and resultant contract that the offeror has not publicly or privately colluded with any other offeror to fix prices or conditions of this contract.

### K.2 HC.11.004 COMPANY BACKGROUND

JULY 2001

All offerors will be required to submit proposals to include the following information concerning the company background:

- a. Legal name of the company.
- b. Mission statement to include the scope of quality service, customer care and philosophy in dealing with the House as a potential client.
- c. Substance abuse policy and/or drug free work place policy and procedures, if applicable.
- d. Equal opportunity policy.
- e. Disclose any lawsuits in which the Company is a named defendant within the last five years and status of each such case.
- f. Key point of contact (POC) list and telephone number.

### K.3 HC.11.006 QUALITY INFORMATION

JULY 2001

#### Quality Policy

- a. Total quality management process, if any
- b. Quality reporting to client
- c. Customer satisfaction guarantees and assurances

### K.4 HC.11.007 ELIGIBILITY FOR AWARD

JULY 2001

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The offeror certifies that it is eligible for award of a contract resulting from this solicitation and that it has not been barred, suspended or otherwise rendered ineligible for award of a federal government contract, nor has the offeror within a 3-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, state or local) contract or subcontract; violation of federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property; and, is not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in this provision.

K.5 HC.11.009 PERIOD FOR ACCEPTANCE OF PROPOSAL JULY 2001

In the event the offeror receives award of this contract, the award shall be based on the prices set forth in the offeror's proposal provided that the House makes the award of the contract within 120 calendar days after receipt of the offer.

K.6 HC.11.019 SIGNATURE AUGUST 2002

I certify that these representations, certifications, and other statements are complete and accurate to the best of my information, knowledge, and belief.

\_\_\_\_\_  
NAME OF OFFEROR

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF PERSON  
AUTHORIZED TO SIGN

\_\_\_\_\_  
PRINTED NAME OF PERSON  
AUTHORIZED TO SIGN

\_\_\_\_\_  
TELEPHONE NUMBER

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## SECTION L -- INSTRUCTIONS, CONDITIONS AND NOTICES TO BIDDERS

### L.1 HC.12.003 SUBMISSIONS

MARCH 2004

Offerors shall submit an original plus 5 copies and one electronic version in MS Word format of the proposal prepared in such format and detail as to enable the House to make a thorough evaluation thereof, and to arrive at a sound determination as to whether or not the offeror can meet the House's requirements. Hand deliveries will NOT be accepted. Submissions must arrive via e-mail, United States Postal Service, or courier delivery. Please e-mail (to Emily.Tuck@mail.house.gov) when submissions are sent, along with any package tracking information. Proposal packages shall be sealed in a suitable container, and all containers shall clearly identify firm name and address and solicitation number. Proposals shall be submitted to the address shown on Section A.

### L.2 HC.12.005 DELIVERY OF PROPOSALS - FAX & E-MAIL

OCTOBER 2001

The House will accept e-mail proposals by the time and date specified in Section A. Facsimile proposals will not be accepted. Late proposals may be accepted by the CO.

Proposals may be withdrawn by fax or e-mail received at any time before award. Proposals may be withdrawn in person by an offeror or an authorized representative, if the representative's identity is made known and the representative signs a receipt for the proposal before award.

### L.3 HC.12.006 LATE SUBMISSIONS AND REVISION OF PROPOSALS

JULY 2001

(1) The U.S. House of Representatives Associate Administrator for Procurement (AA/OP) may waive the restriction if he or she determines that acceptance of the offer is in the best interest of the House; or

(2) Any proposal or revision to a proposal received by the CO after the exact time specified for receipt will not be considered, unless it is received before award is made, and it:

(a) Was sent by registered or certified mail not later than the fifth calendar day before the date specified for receipt of offers (e.g., an offer submitted in response to a solicitation requiring receipt of offers by the 20th of the month must be mailed by the 15th), or

(b) Was sent by mail and it is determined by the House that the late receipt was due solely to mishandling by the House, or

(c) Was sent by the U.S. Postal Service Express Mail Next Day Service - Post Office to addressee, not later than 5:00 p.m. at the place of mailing two working days prior to the date specified for receipt of proposals. The term "working days" excludes weekends and U.S. federal holidays, or

(3) A revision resulting from the CO's request for "best and final" offer received after the time and date specified in the request will not be considered, unless received before the award and late receipt is due solely to mishandling by the House.

(4) The only acceptable evidence to establish the date of mailing of a late proposal or revision sent by either the U.S. Postal Service Registered or Certified Mail is the U.S. postmark both on the envelope or wrapper and on the original receipt from the U.S. Postal Service.

(5) The only acceptable evidence to establish the time of receipt by the CAO is the time/date stamp on the proposal wrapper or other documentary evidence of receipt maintained by the CAO.

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(6) The only acceptable evidence to establish the date of mailing of late offer, revision, or withdrawal sent by Express Mail Next Day Service - Post Office to Addressee is the date entered by the post office receiving clerk on the "Express Mail Next Day Service - Post Office to Addressee" label and the postmark on both the envelope or wrapper and on the original receipt from the U.S. Postal Service.

(7) Proposals may be withdrawn by written notice or telegram (including mailgram) received at any time before award. If the solicitation authorizes facsimile proposals, proposals may be withdrawn via facsimile received at any time before award, subject to the conditions specified in the provision entitled "Facsimile Proposals." Proposals may be withdrawn in person by an offeror or an authorized representative, if the representative's identity is made known and the representative signs a receipt for the proposal before award.

#### L.4 HC.12.007 ACKNOWLEDGEMENT OF AMENDMENTS TO SOLICITATIONS JULY 2001

Offerors shall acknowledge receipt of any amendments to this solicitation by signing and returning the amendment with offeror's proposal.

#### L.5 HC.12.009 RESTRICTION ON DISCLOSURE AND USE OF DATA JULY 2001

Offerors or quoters who include in their proposals or quotations data that they do not want disclosed to the public for any purpose or used by the House except for evaluation purposes, shall:

(1) Mark the title page with the following legend:

"This proposal or quotation includes data that shall not be disclosed outside the House and shall not be duplicated, used, or disclosed--in whole or in part--for any purpose other than to evaluate this proposal or quotation. If, however, a contract is awarded to this offeror or quoter as a result of--or in connection with--the submission of this data, the House shall have the right to duplicate, use, or disclose the data, including cost and pricing data, to the extent provided in the resulting contract. This restriction does not limit the House's right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in sheets numbered [insert number(s)]," and

(2) Mark each sheet of data to be restricted with the following legend:

"Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal or quotation."

#### L.6 INSTRUCTIONS, CONDITIONS AND NOTICES TO OFFERORS

Site Visit: Will be held on April 29, 2004, 10:30 am in Room B361, Longworth House Office Building. Notify Emily Tuck via email at Emily.Tuck@mail.house.gov at least 24 hours in advance if you plan on attending this site visit.

The following schedule applies to submission of quotes for this requirement:

Final Date for Submission of Questions\* May 7, 2004

Request for Proposal (RFP) Submission June 14, 2004

\* All questions must be submitted via e-mail to Emily Tuck at Emily.Tuck@mail.house.gov by 2:00 PM on May 7, 2004.

Proposal will be evaluated based on the information provided below and awarded to the contractor whose proposal is the most advantageous to the House. Technical Approach, Personnel Qualifications and Past Performance are equal and more important than the Fee. The Offeror's Proposal shall include, and be divided into sections as follows:

Section A - Technical Approach and Personnel Qualification

Section B - Past Performance

Section C - Monthly Fee

Section D - Concessionaire Incentive Plan



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## Section E - Performance Measures

### Section A - Technical Approach and Personnel Qualifications

The contractor shall describe the technical approach that will be used to execute the phases described in the statement of objectives.

The approach shall include:

- Demonstrated methodology for performing the phases contained in the statement of objective.
- Method for developing and managing preparation/review of deliverable products
- Process for assuring the quality of content in deliverable products

The contractor shall include a project management approach to track the delivery of products and services related to this contract and to work with the COR and staff. This includes:

- Ensuring proper planning for work breakdown and schedules;
- Establishing realistic budgets that reflects actual progress for each phase;
- Reporting performance of work on an accurate and objective basis and to identify any problems or issues as early as possible;

and

Establishing and maintaining a working relationship with the COR and House staff

The offeror shall include proposed staffing approach that addresses the management and timing of staffing decisions for assigning people to the project and removing them from the project. The staffing approach must be definitive enough to provide the House with a clear understanding of how the offeror intends to staff this project order (with key and non-key personnel) to successfully meet all the requirements of the statement of objectives This includes:

Identify team members, to include partner, manager, senior, industry specialist, etc. Any subsequent changes in key personnel must be approved by the House.

Provide resumes for each member, to include relevant experience, education, professional accomplishments, and position in the firm.

Represent in the proposal that the information is accurate and complete and that the individuals named are available for assignment on the date the contract becomes effective.

### Section B - Past Performance

1. Provide information covering the past three years for projects with the same or similar requirements and cost magnitude. Include customer name, description and duration of project for which labor was supplied and labor category(ies) supplied, contact name(s), phone number(s) and e-mail contact information for each current and past customer.
2. Provide the company's Dun & Bradstreet Number for the purposes of performance and credit history validation.

### Section C - Monthly Fee

Offeror shall provide a monthly fee to the House in lieu of rent and to charge for use of utilities (except telephone).

### Section D - Concessionaire Incentive Plan

Offeror shall propose a concessionaire incentive plan.

## Section E - Performance Measures

Offeror shall provide performance measures, to include but is not limited to:

- \* Quality Assurance Plan
- \* Customer Service
- \* Customer Relations
- \* Complaint Processing Plan
- \* Complaints and Comments Log
- \* Customer Satisfaction Surveys
- \* Service Performance Metrics

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## SECTION M -- EVALUATION FACTORS FOR AWARD

### M.1 EVALUATION FACTORS FOR AWARD

This is a best value source selection and a contract may be awarded to an offeror who is deemed responsible, whose proposal conforms to the solicitation's requirements (to include all stated terms, conditions, representations, certifications, and all other information required by this solicitation), and who is judged, based on the evaluation factors, to represent the best value to the House. Best value means the expected outcome of an acquisition that, in the House's estimation, provides the greatest overall benefit. This evaluation may result in an award to higher rated, higher priced offeror where the decision is consistent with the evaluation factors and the Evaluation Committee reasonably determines that the technical superiority and/or overall proposed approach and/or superior past performance of the higher price offeror outweighs the fee difference.

The House reserves the right to award without discussions and to request oral presentations.

An award will be made to the offeror proposing a program most advantageous to the House based upon an integrated assessment of the evaluation factors described below. Technical approach, personnel qualifications, and past performance are more important than the fee.

Factor 1: Technical Approach and Personnel Qualifications

Factor 2: Past Performance

Factor 3: Monthly Fee and Concessionaire Incentive Plan

Factor 4: Performance Measures

**The Technical Approach and Personnel Qualification Factors:** The evaluation will assess the offeror's understanding of requirements, whether the proposed approach is sound and is consistent with their proposed schedule. This evaluation will also include an assessment of proposal risk. The proposal risk assessment focuses on the risks and weaknesses associated with an offeror's proposed approach and include an assessment of the potential for disruption of schedule, degradation of performance, and the need for increased Government oversight, as well as the likelihood of unsuccessful contract performance. For each identified risk, the assessment also addresses the offeror's proposal for mitigating the risk and why that approach is or is not manageable.

**Past Performance:** The Government will evaluate past performance for relevancy, working relationships, quality of performance, and the ability to meet program cost, schedule and performance requirements.

**Monthly Fee and Concessionaire Incentive Plan:** Each offeror's proposal will be reviewed to determine if the fee proposed is realistic for the work to be performed, reflect a clear understanding of the requirements, and is consistent with the offeror's technical proposal. The Concessionaire Incentive Plan will be reviewed to determine if it will effectively reward the contractor for superior performance and effectively penalize the contractor for inferior performance.

**Performance Measures:** Each offeror's proposal will be reviewed to determine if the performance measures proposed adequately allow the House to track the contractor's performance under this contract.

## **DRY CLEANER HOURS**

<b><u>Day of the Week</u></b>	<b><u>Hours</u></b>
<b>Monday</b>	<b>8:00 a.m. – 6:00 p.m.</b>
<b>Tuesday</b>	<b>8:00 a.m. – 6:00 p.m.</b>
<b>Wednesday</b>	<b>8:00 a.m. – 6:00 p.m.</b>
<b>Thursday</b>	<b>8:00 a.m. – 6:00 p.m.</b>
<b>Friday</b>	<b>8:00 a.m. – 6:00 p.m.</b>
<b>Saturday (optional)</b>	<b>closed</b>
<b>Sunday (optional)</b>	<b>closed</b>
<b>Holidays:</b>	<b>closed on all Federal Holidays</b>

**Note:** When the House is out of session and the contractor would like to adjust the work schedule, a letter must be provided to the Contracting Officer's Representative 2 weeks in advance for coordination and approval.

## Affirmation of Non-Disclosure

This statement should be signed by *employees whose positions are created by the Committee on House Administration under the House Employees Position Classification Act that have access to electronic communications services*. This statement should also be signed by personnel contracted to provide electronic communication or consulting services with or to the House at large. This affirmation must be signed prior to commencement of work by such employees. *Copies of the executed oath shall be retained by the employing authority as part of the records of the House.*

I do solemnly swear (or affirm) that I will not disclose any information relating to private or privileged electronic/verbal/written communications received in the course of my service with or to the U.S. House of Representatives, except as authorized by the Committee on House Administration or in accordance with the Rules of the House of Representatives.

\_\_\_\_\_  
Contractor Personnel Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Company Name: \_\_\_\_\_

Contract Number: \_\_\_\_\_

Program Manager: \_\_\_\_\_

Place two copies of the acknowledged forms in a sealed envelope with the following words marked on the outside of an envelope "Affirmation of Non-Disclosure Forms" and mail or deliver to the Contracting Officer's Representative. In addition, ensure that the front of the envelope contains the following information:

DATE, CONTRACT NUMBER, COMPANY NAME, and POINT OF CONTACT

**UNITED STATES CAPITOL POLICE**  
WASHINGTON, DC 20510 – 7218

**Delivery instructions for items sent by national overnight shipper (e.g. FEDEX, UPS, Airborne, and DHL)**

All packages must have the recipient's phone number on the shipper's label entered as (202) 226-3440, and the following information on the shipping label or recorded next to the label:

U.S. House of Representatives' Purchase Order/Contract Number: (insert number, mandatory)

Deliver to: (Ultimate recipient's name, office, building, room number, and telephone number, if known).

**Delivery instructions for items sent by local shippers:**

Effective Monday, June 10, 2002, **All** delivery vehicles en route to the U.S. Capitol Complex, **to include the House Office Buildings**, will be required to proceed to the U.S. Capitol Police Off-Site Delivery Center for inspection prior to making any deliveries.

All delivery vehicles will be required to report to the Off-Site Delivery Center of the U.S. Capitol Police, located at 40 P Street, S.E., for inspection before proceeding to the Capitol Building via the North Barricade on Constitution Avenue, N.E., the loading dock of the Senate Office Building located on D Street, N.E., the loading dock of the Ford House Office Building on Virginia Avenue, S.W., or the Delaware Avenue, S.W. access point for the Rayburn, Longworth, and Cannon House Office Buildings' loading docks.

No deliveries will be accepted unless the vehicles have been processed at the Off-Site Delivery Center. The hours of the Off-Site Delivery Center are 5:00 a.m. to 2:00 p.m., Monday through Friday.

In order to gain access to the loading docks of the Capitol and the House and Senate Office Buildings, you are required to have a letter on file with the United States Capitol Police. The letter must be on company letterhead stationery accompanied by the signature of the owner, president, or manager. Requests for access must be renewed three (3) times per year, April 30, August 31, and December 31, and should contain the following information:

1. Name of Company
2. Name of Drivers/Employees Requiring Access
3. Social Security Number for Each Driver/Employee
4. Date of Birth for Each Driver/Employee
5. Building(s) to be Accessed
6. Company Contact Person and Phone Number

The above information must be provided to:

United States Capitol Police  
Operations Division  
119 D Street, N.E.  
Washington, D.C. 20510-7218  
FAX: 202-224-4505

Any questions can be directed to the Operations Division of the United States Capitol Police at 202-224-0908.